

**NORTH CHARLESTON SEWER DISTRICT  
JOB DESCRIPTION, OCTOBER 2014**

**JOB TITLE: MECHANIC II  
VEHICLE SHOP**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled work in maintenance and repair of gasoline and diesel powered NCSD vehicles and equipment. Reports to the Fleet Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow other job-related instructions and to perform any other job-related duties requested by their supervisor.*

Performs the most difficult and complex skilled mechanic duties involving repairs to gasoline, diesel powered, and electric automotive, heavy and light construction, and other power driven equipment, performs corrective and preventative maintenance and repair of vehicles and equipment.

Servicing and repairs portable and stationary emergency generators.

Conducts road service maintenance and repairs on vehicles and equipment.

Inspects, diagnose and locates mechanical difficulties on automobiles, trucks, and a variety of gasoline and diesel powered construction equipment.

Diagnoses and repair air/hydraulic brake systems on vehicles and equipment.

Performs maintenance and repair on small engines and equipment.

Diagnoses, maintain and repair electrical system components, ignition systems, computers, alternators, high power generators, starters and batteries.

Diagnoses, maintains, repairs and reconditions hydraulic systems; diagnoses and repairs front and rear drive axles, drive train components, belts, gears and chain drives.

Diagnoses, maintains and repairs parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment.

Tunes-up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and fuel injection systems and maintain emission control systems.

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Welds, fabricates and assembles parts for automotive and heavy duty equipment and modify tools as needed.

Diagnoses and repairs engine cooling systems.

Diagnose and repairs air conditioning problems.

Inspects tire and wheel assemblies and determine the repair ability of wheels, tires and tubes. Remount, repair and balance tires.

Estimates time, materials and equipment required for jobs assigned.

Performs safety inspections on vehicles and equipment that have been repaired before they leave the shop to make sure all repairs have been completed properly.

Documents work performed on vehicles and equipment and enters data into a CMMS program.

Coordinates with other departments for the repair of vehicles and equipment; responds to questions and complaints from other departments.

Repairs paint and body damage to vehicles and equipment.

Performs refurbishment of vehicles and equipment.

Cleans shop and properly disposes of discarded mechanical parts and materials; recycles appropriate shop by products including oil antifreeze and filters.

Receives and/or reviews various records and reports such as preventive maintenance work orders, corrective work orders, verbal work orders, and signed pre-trips.

Refers to technical manuals, ALL DATA, scan tools, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles, equipment, and machinery such as automobiles, tire changer, wheel balancer, welding machine, computer, etc.

Uses a variety of tools such as hand tools, service lifts, scan tools, heavy duty jacks, pneumatic tools, etc.; a variety of supplies such as oil, grease, filters, automotive/truck parts, paints and finishes, battery terminal cleaner, air lines, brake chambers, general office supplies, etc.; and a variety of computer software.

Interacts and communicates with various groups and individuals such as the Fleet Supervisor.

Cleans and maintains appearance of vehicles and equipment.

Performs job without supervision on an on call basis.

Performs related duties as required.

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### **ADDITIONAL JOB FUNCTIONS**

Assists in unloading of supplies and equipment for the Purchasing Department.

Drives to landfill in support of Plant Operations.

Paints and stripes parking lot for commercial driver's license testing.

Assists in Building and Grounds Department in the installation of hurricane shutters.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by three to four years of experience in the maintenance of motorized equipment; or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities. Must obtain a Class "A" CDL license within 6 months of hire and maintain for employment duration. Prefer ASE certifications.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment , machinery and vehicles including computers, calculators, copiers, diagnostic equipment, hand tools, etc. Must be physically able to operate a variety of motor vehicles. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to climb, reach and/or stretch arms, legs or other parts of the body to grasp objects. Work involves walking, standing, and working overhead for periods of time and bending, stooping, kneeling, crouching, crawling, pushing, pulling, climbing, and balancing during inspections. Must be able to lift/carry up to 50 pounds. May require extreme overhead work. Physical requirements are for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes the giving of assignments and/or directions to subordinates and receiving direction from supervisor.

**Language Ability:** Requires the ability to read a variety of reports and records. Requires the ability to prepare reports, records, forms, charts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to

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follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering and mechanical terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using heavy motorized equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as heavy motorized equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Vehicle Shop as they pertain to the performance of duties of the Mechanic II. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of the characteristics and operating principles of internal combustion engines. Has considerable knowledge of methods, practices, and procedures in repairing, overhauling, and maintaining gasoline-and diesel-powered automobiles and trucks. Has considerable knowledge of the materials and parts used for the repair of automotive equipment and heavy equipment. Has considerable knowledge of the various testing devices, machines, and hand tools used in mechanical repair work. Has knowledge of the occupational hazards and safety precautions of equipment repair work and large-scale shop operations. Has sufficient knowledge of the principles and practices of inventory control. Has general knowledge of prices and local sources of supply for necessary garage supplies, materials, and replacement parts. Is skilled in the use of machine and hand tools. Is able to assist in the planning and ensuring adherence to a preventive maintenance plan suitable for the automotive fleet. Has knowledge of the materials and parts used for the repair of equipment. Has considerable knowledge of the occupational hazards and proper safety precautions of the work. Is skilled in the use of machine and hand tools. Is able to instruct employees in proper work techniques. Is able to plan work details and carry out work assignments. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to exercise considerable independent judgment in applying standards to technical aspects of work. Is able to understand and follow oral and written instructions. Is able to communicate effectively orally and in writing. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Is

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able to maintain accurate files and compile data into report form. Is able to perform the manual labor associated with major mechanical repair work. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to establish and maintain effective working relationships as necessitated by work assignment.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

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**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.